

Supervision Policy

Introduction

This policy was originally formulated in XXX, redrafted in XXX and updated in XXX. It applies to all staff and children during school hours, break times, and on all school related activities.

Rationale

The rules for National Schools 121(4) and 124(1) obliges teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils during school time and during all school related activities.

Legislation such as the Health Safety and Welfare at Work Act and recent Court judgments have placed a "duty of care" and accountability on schools that must be underpinned by a policy covering all possible eventualities.

Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities
- To observe and monitor behavioural patterns outside the confines of the classroom
- To contribute to effective school management and comply with relevant legislation.

School Procedures

- All teachers who have signed up for supervision (DES Forms) are assigned supervision duties.
- It is the policy of the school to supervise the school yard at all times during regular lunch breaks i.e. 11.00am to 11.10am, 12.30pm to 1.00pm and 2.00pm to 2.05pm. Teachers assume a duty of care at 9.15am. The Board of Management informs parents that the school does not accept responsibility for pupils dropped off earlier than 9.10am
- A Rota for supervision is drawn up by a post holder in consultation with Principal/staff and this Rota is displayed on the staff room notice board.
- Rules of the school yard are reviewed and revised continually and communicated to children regularly
- Supervision duties are not compulsory and teachers have the option of opting out if they so desire. The Deputy Principal is responsible for maintaining the Register of Supervision and making returns to the Department of Education in relation to the 37 hour contracts
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily
- Teachers on yard duty remain with the classes until the class teacher returns from break. Teachers taking a course day can swap supervision duties with a willing colleague. If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement
- At least 5 Special Needs Assistants are on duty during lunch breaks. While these Assistants provide individual supervision for designated Special Needs children,

they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour

- Children with injuries/complaints are dealt with directly by the teacher on yard duty. Children are not permitted to report directly to the staff room if there is an incident on the yard
- Mainstream teachers are free of supervision duties one week in every 9
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy). All accidents where there is injury involved should be noted in the Accident Report Book by the teachers on supervision or by the relevant class teacher. Where teachers suspect that a child is unwell parents are alerted, usually by phone.
- If children remain uncollected after 3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls
- At all other times each teacher is responsible for the supervision of all children under their care.
- *The Principal and Deputy Principal supervise the playground for the twenty minutes preceding admission time each day. This is done without prejudice, as the school does not officially take responsibility for children before admission time.*
- At dismissal time in the evening the Principal and Deputy Principal supervise the outside of the school, along the side and down the avenue, to see children safely off the premises. No supervision is provided outside the school gate.
- Unless unavoidable, teachers should never leave their classroom unsupervised.
- Children who are withdrawn from their mainstream classroom for Resource, Learning Support or Language Support should be collected at the classroom door by the relevant teacher.

Special Provisions

- a) Out of school activities such as games, swimming, tours, back up provisions are put in place to ensure adequate levels of supervision are put in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups
- b) If a teacher is called from his/her classroom to meet with a parent, another member of staff may be released to cover. However, it is school policy to request parents to make appointments
- c) On wet days children remain in their classes under the normal supervision Rota. Children from senior classes assist the class teachers
- d) When visiting teachers such as P.E., Music, Language, take over a class, the school encourages teachers to maintain a presence. Neither SNA'S or pupils are left in sole charge of a class
- e) The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed
- f) Parents may request that their children be allowed leave during the school day due to health commitments etc. The school is currently in the process of designing a 'permission template' to cover all such activity, including written confirmation that the pupil is the responsibility of the parent for the duration of the out of school activity.

Success Criteria and Review

- Ensuring a safe child-friendly school yard
- Providing well organised and safe out of school activities
- Re-enforcing school rules termly
- Reviewing supervision duties yearly

- Altering or adjusting procedures deemed to be inoperable

Implementation

This policy has been in operation since XXX when it was ratified by the Board of Management

References

1. Primary Education Management Manual – Thompson Roundhall
2. Insurance, Safety and Security in the school – Church & General